

## *Minutes*

eLearning Committee Meeting

October 10, 2012 at 2:00 p.m. in Lee/S-117 Collier/G-109

	Present	Absent	Excused		Present	Absent	Excused
<b><u>Administration</u></b>				<b><u>Staff</u></b>			
Eileen De Luca	X						
Kristen Zimmerman	X						
<b><u>Faculty</u></b>				<b><u>Adjunct Faculty</u></b>			
Rona Axelrod	X						
Jane Bigelow	X						
Ellie Bunting	X						
Martha (Marti) Jenner	X						
Deborah (Deb) Johnson		X					
Samantha (Sam) King	X			<b><u>Guests</u></b>			
Regina Miller		X					

- I. The committee held its second meeting of the 2012-2013 academic year.
  - a. The committee is scheduled to meet on the second Wednesday of each month starting at 2PM.
  - b. All Members are fulfilling 2<sup>nd</sup> year of term since committee was restructured in 2011: Rona Axelrod, Jane Bigelow, Ellie Bunting, Eileen De Luca, Marti Jenner, Deb Johnson, Sam King, Regina Miller, and Kristen Zimmerman
  
- II. Blended Courses
  - a. Concern has been expressed about attendance policies being discussed in the academic departments
  - b. Conversation will continue next meeting
  
- III. Discussion of Committee Charge
  - a. Recommendation that the eLearning Committee will become a sub-committee of the Academic Technology Committee
  - b. Currently the eLearning Committee is an ad hoc committee
  - c. **UPDATE:** The Academic Technology Committee will discuss this issue during their November meeting
  
- IV. Need for additional Canvas courses
  - a. Recommendation to create a Canvas Course for programs and majors
    - i. BSN Program expressed the desire to improve communication with all BSN students
    - ii. Student enrollment would like to create Canvas courses to align with programs and majors
    - iii. Faculty/staff could be selected to administer the course and communicate with students
    - iv. Canvas courses would be modeled after the Student Information Station
    - v. **UPDATE:** Canvas course has been created for the BSN students
  - b. Recommendation for Canvas training for staff and administrators
  - c. Recommendation for New Student Orientation Canvas course
  - d. Recommendation for the development of an SLS1515 online Canvas course
  
- V. Discussion of APA Resources
  - a. Library has many resources, need to point online students to the library website
  - b. Discussed APA software: <http://www.perrla.com/>, <http://www.referencepointsoftware.com>

- VI. Discussion of COP 03-0805 General Course Operating Procedures (continued)
- a. Committee still recommends that specifics stay out of the COP and incorporated into Edison Online Guidelines
  - b. Need to ensure that the Edison Online Guidelines be vetted through the eLearning Committee
- VII. The meeting adjourned at 3:05 p.m. The next meeting is scheduled for November 14, 2012, at 2:00 pm.